



DEPARTMENT OF THE NAVY
COMMANDER, TASK FORCE IA
FPO AE 09805-0001

1000
00
3 Apr 11

From: Commander, Task Force - Individual Augmentee
To: All Bahrain IA/OSA/GSA Personnel

Subj: POLICY/PROCEDURES FOR INDIVIDUAL AUGMENTEE (IA) PERSONNEL
ASSIGNED IN BAHRAIN

Ref: (a) MILPERSMAN 1050
(b) CUSNC/C5FINST 1050.1E
(c) JFTR, Vol I, Chapter 7
(d) MILPERSMAN 1306-300
(e) OPNAVINST 4630.25C
(f) DoDD 5101.6 USCENTCOM R&R Leave Policy
(g) CTF-IA ltr 5000 dtd 25 Jan 10 Policy for
Extension of U.S. Navy IA's in USCENTCOM AOR
(h) SECNAVINST 4650.21

Encl: (1) Check-in/out Policy and Procedures
(2) Leave Policy
(3) Government Travel Credit Card
(4) Travel Claims
(5) Extension for Assignment

1. Purpose. To provide guidance and understanding of administrative policies/procedures affecting Bahrain Navy Individual Augmentee(IA) Sailors.

2. Background. An IA Sailor is defined as those Sailors who have been temporarily deployed in support of the Global War on Terror and whose orders contain a "Noble Eagle" Number. IA Sailors are subject to additional restrictions beyond those for PCS Sailors.

3. Guidance. Ensure all Bahrain IA personnel and those accountable for IA Sailors are thoroughly familiar with the contents of enclosures (1) through (5) and adhere to these policies/procedures. All IA applicable references can be found by accessing the CTF-IA website at:
<http://www.cusnc.navy.mil/ctf-ia/ctf-ia.htm>

C. M. GAQUETTE

Check-In/Out Policy and Procedures

1. Check-in Procedures. All IA personnel reporting to Bahrain shall check-in with the CTF-IA Administrative Office located in room 103 on the first deck of building 260 upon arrival. Each member shall:

a. Report to Transit Quarters (TQ) to have original orders stamped for non-availability.

b. Report to CTF-IA Admin Office to submit an initial travel claim and complete an RSO&I form.

c. Attend NAVCENT's indoctrination class.

d. Ensure sponsor has recall information in case of an emergency recall.

2. Check-out Procedures. All personnel departing Bahrain are required to physically check-out with the CTF-IA Administrative Office. Each member shall:

a. Make contact with their respective administrative point of contact at least one month prior to detachment in order to begin out-processing procedures.

b. Report to Transit Quarters (TQ) to make reservation for your last ten days of lodging.

c. Complete a passenger reservation request for travel arrangements back to the states.

d. Complete a check out sheet and return it to the CTF-IA Admin Office within 3 days of planned departure.

Enclosure (1)

Leave Policy

Rest and Recuperation (R&R) Leave

1. General Policy. Per reference (f), United States Army Central Command (ARCENT) is the executive agent for coordination, implementation and execution of the CENTCOM R&R leave program.

a. R&R is the only leave program is designed to provide IA service members a respite from conditions typical of high threat areas, thus allowing time to relax under more favorable conditions. Bahrain qualifies for chargeable leave under the R&R program.

b. The R&R program is a privilege and not an entitlement.

c. Under the R&R program, personnel are authorized fully funded transportation from their duty location to the airport closest to their desired leave destination.

2. Eligibility. Active duty and Reserve serving a minimum of 270 days boots on ground (BOG) in a temporary duty (TDY) status in an authorized contingency location for are eligible to participate in the program. **Per CENTCOM instruction, IA Sailors are only authorized R&R leave and emergency leave.**

a. Eligibility begins after the first 60 days in theater and will expire prior to the final 60 days in theater.

b. Personnel who qualify for R&R leave are not authorized to take R&R leave in contingency areas.

3. Length of R&R and Number of Authorized R&R for Service Members. Service members are authorized **one** 15 day R&R leave if projected to serve a minimum of 270 days boots on ground (BOG) in theater or 18 day R&R leave if deployed for 15 months or more.

a. R&R must be taken as a single block. It may not be broken into separate leave periods.

b. R&R leave extensions **WILL NOT** be authorized. There are no exceptions to this policy.

c. R&R leave is chargeable leave. The 15 or 18 day R&R leave does not include travel days. Chargeable leave begins 0001 hours the day after the service member arrives at the

Enclosure (2)

commercial airport closest to their approved leave destination. Chargeable leave ends 2400 the day prior to the return flight.

d. Personnel who extend on an IA in theater for an additional 12 month period are eligible for a second R&R leave at the end of their first tour, but before the start of their second tour.

e. R&R leave may be combined with other official travel to CONUS such as TDY, but must remain a single block of leave prior to or at the conclusion of the TDY period and the R&R leave program will only fund half the airline ticket. The other half will be funded by the ultimate activity.

Emergency leave

1. General Policy. Emergency Leave is defined in reference (a). Request for emergency leave will be verified through the American Red Cross when able. Final approval rests with the N-Head. In accordance with reference (b), eligible members are authorized transportation from the permanent duty station (PDS) within the Area of Responsibility (AOR) to a CONUS destination and return. In accordance with reference (b), emergency leave is chargeable against the member's leave balance.

2. Funding

a. Funded emergency leave provides transportation only. Per diem or miscellaneous expenses are not authorized.

b. Bahrain IA's will be funded by NAVCENT.

c. Members will process and liquidate travel claims through Defense Travel System (DTS).

Government Travel Credit Card (GTCC)

By definition of reference (h), **ALL** IA Sailors are required to have a GTCC prior to deploying. **No exceptions.**

1. Individual Cardholder. Each individual cardholder is responsible to comply with GTCC policies to include:

a. Notify Agency Program Coordinator (APC) and Citibank of any address changes.

b. Notify the APC when departing Bahrain. Pay any outstanding balances prior to departure.

c. Notify APC and Citibank in the case of a lost or stolen travel card.

d. Use the GTCC only in conjunction with authorized government travel expenses.

e. Submit travel claims via Defense Travel System (DTS) within 5 days of completion of travel, electing the split disbursement option.

f. Complete and submit interim travel claims every 30 days if in a long term travel status.

g. Make payment in full of the amount stated on the monthly billing statement upon receipt.

2. Authorized Card Uses

a. The travel card is to be used to pay for authorized expenses incurred during official government travel only. Examples of such expenses would be hotel room charges, meals, and rental cars.

b. GTCC may also be used to access automated teller machines to withdraw cash, thus eliminating the need for cash advances.

Enclosure (3)

Travel Claims

A travel claim will be completed immediately upon arrival to Bahrain and on a monthly basis thereafter (except ISA personnel). Monthly travel claims will be turned in to respective administrative POC's no later than 5 working days after the last day of each month.

1. When submitting monthly travel claims the following documents are required:

- Travel Claim checklist.
- Completed and Signed DD Form 1351-2.
- Electronic Funds Transfer (EFT) form for establishing or changing electronic deposits.
- Lodging Receipt with inclusive dates or hotel receipt with zero balance.
- Certificate of non availability on original orders.
- GTCC statement for those claiming international fees.
- DTS Orders/DTS Paid Voucher if applicable, when away from Ultimate Duty Station.
- Leave request or travel itinerary if applicable.
- ORDERS, only the first 3 pages for most members or the pages leading up to ACCOUNTING DATA.

2. Department of Defense Finance Manual Regulations (DODFMR)

- The traveler must submit a claim for each 30 day period.
- The traveler must report the amount of the expense in foreign currency and the exchange rate on the day of purchase. Annotate the exchange rate on the travel claim in the remarks section)
- GTCC will be used by all DoD personnel to pay for all costs related to official Government travel.
- Cardholders are responsible for payment in full of all undisputed amounts by the statement due date, regardless of the status of the travel reimbursement.

3. Joint Federal Travel Regulations (JFTR)

- Per Diem is NOT authorized while on leave.
- A traveler must be FORMALLY exempt from using GTCC.
- International Fee (Foreign Conversion Fees) must be listed as a separate charge on receipts. Provide a copy of the credit card statement for validation.
- Laundry expenses are NOT reimbursable for OCONUS travel.

Enclosure (4)

4. Travel away from ultimate activity must be must be submitted through DTS and will be funded by the ultimate activity.

5. All Navy IA's are required to check in with the NAVCENT DTS coordinator for entry into the NAVCENT DTS system. Each COMUSNAVCENT traveler will initiate travel in DTS. The traveler shall:

(a) Maintain an up-to-date traveler profile in DTS.

(b) Submit valid and accurate travel requests in DTS.

(c) Submit valid and accurate vouchers in DTS for AO approval.

Extension Policy

1. Reference (g) outlines the current policy regarding U.S. Navy IA Sailor extensions in the USCENTCOM AOR. General rules for extension are as follows:

a. Extensions will not be granted if a relief has already been identified.

b. Extensions are limited to a maximum of 24 months total Boots on Ground (BOG) in CENTCOM AOR.

c. Sailors desiring an extension should route a IA Voluntary Service Agreement (VSA) form through their chain of command. Once approved, submit the VSA form to the CTF-IA Augmentation Officer for processing.

2. Bahrain IA billets tend to fill quickly. Many times your replacement will be named even before you arrive in theater. If you desire an extension, it is recommended that the request be routed as soon as possible.

3. By SECDEF order, IA Sailors can only be involuntary extended in theater for a maximum of 14 days beyond their end of BOG.